

MARKET SURVEY CAPABILITY ASSESSMENT FOR:

1. Administrative Services for People with Disabilities (PWD), Native American/Alaskan Native (NAAN), Asian Americans & Pacific Islanders (AAPI) Intern Program
2. Administrative Services for Historically Black Colleges and Universities (HBCU) Intern Program

This is a market survey for the above identified requirements. The responses to this market survey will be used for informational purposes only. This is not a screening information request or request for proposal. The Federal Aviation Administration (FAA) is not seeking or accepting unsolicited proposals. The FAA is seeking interested sources that are capable of providing administrative services for the PWD/NAAN/AAPI and/or HBCU internship programs. **(See Attached Draft Statement of Work (SOW))**

In accordance with A.M.S. policy 3.2.1.2.1, this market survey is to solicit statements of interest and capabilities from interested business concerns including SBA certified 8(a) firms and other small business concerns. This market survey also seeks to identify potential vendors for this contract including groups of business teams. Furthermore, this survey will aid the FAA in its determination as to whether adequate competition exists to set-aside part or all of the competition amongst eligible socially and economically disadvantaged businesses that are certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program, and other small businesses such as Women Owned businesses and Service Disabled Veteran businesses or whether it is more appropriate to conduct this procurement as a full and open competition. The principle North American Industry Classification System (NAICS) code for this effort are:

- 541611 Administrative Management and General Management Consulting Services
- 541618 Other Management Consulting Services
- 541690 Other Scientific and Technical Consulting Services
- 813219 Other Grantmaking and Giving Services
- 813319 Other Social Advocacy Organizations
- 923110 Administration of Education Programs

In order to make this determination the FAA requires the following information from interested vendors:

1. **Capability Statement (Limited to 2 pages)** - This document should address your firm's capability to provide administrative services for the PWD/NAAN/AAPI and/or HBCU internship programs.
2. **Expected programmatic approach (in-house, teaming, subcontracting, etc.)** If respondent is an eligible 8(a) certified business or other small business, provide a strategy in terms of percentage of work to be completed by the 8(a) or small business respondent. **(Limited to 2 pages.)**

3. A list of all teaming partners with a description of each partner's responsibility.
(Limited to one page.)
4. Comments concerning the draft SOW's are welcome and optional. The FAA may or may not respond to any comments received.

The functions identified in the Draft SOW's are to be continued throughout the period of performance of the procurement.

This market survey is for informational purposes only and shall not be construed as a commitment or a promise to contract by the Government.

All Submissions must be received by 12:00PM Eastern Time on April 07, 2008. Submission may be made electronically to Liz.A.Sandoval@faa.gov in MS Office or PDF format.

All costs associated with the preparation or submission of responses is the responsibility of the potential source. The Government will not pay for any information received or costs incurred in preparing the response to the market survey. Therefore any cost associated with the market survey submission is solely at the interested vendor's expense.

PART I – SECTION C

STATEMENT OF WORK (SOW)

C.1 SCOPE OF WORK

The Federal Aviation Administration (FAA) has a requirement for contractors to provide administrative services for 1) People with Disabilities (PWD), Native American/Alaska Native (NAAN), Asian Americans & Pacific Islanders (AAPI) intern programs, and 2) Historically Black Colleges and Universities (HBCU) intern program. The intern programs for PWD, NAAN, AAPI, and HBCU students will span each fiscal year as contained herein.

The work will be competed under the following NAIC codes:

541611 Administrative Management and General Management Consulting Services
541618 Other Management Consulting Services
541690 Other Scientific and Technical Consulting Services
813219 Other Grantmaking and Giving Services
813319 Other Social Advocacy Organizations
923110 Administration of Education Programs

C.2 BACKGROUND

The Intern Program will enable college students to supplement their academic coursework with study-related work experiences in Aviation and Aerospace facilities nationwide where FAA programs have cooperative agreements or memoranda of understanding. Students will be placed in a variety of career fields including but not limited to: aviation research, flight standards and operations, computer science, engineering (aerospace, computer, civil, electronics, electrical, and mechanical), finance, business, legal, and other aviation and transportation studies. Students' skills, knowledge, and abilities will be matched with their career interests.

The FAA would provide students with career related work experiences based on their requests and those of the Lines of Business (LOB) in the FAA Headquarters, Regional Offices, and/or Centers. The Contracting Officer's Technical Representative (COTR) will coordinate the LOB requests to develop position descriptions for student assignments to ensure that work assignments are productive and meaningful to both, students and the LOB.

In addition to providing administrative services for the internship program, the contractors must support the goals and objectives of the FAA as well as those of the Department of Transportation (DOT), and meet the requirements under the DOT-Minority Serving Institutions; the Rehabilitation Act of 1978, Section 501, the Executive Order (EO) 13270 of July 3, 2002 for Tribal Colleges and Universities (TCUs); and EO 13125 of June 1999, EO 13216 of June 2001 for Asian Americans & Pacific Islanders

(AAPI) Institutions, and EO 13256 for Historically Black Colleges and Universities (HBCU).

C.3 PROGRAM COMPONENTS

The contractors must provide the following services in administering the intern program sessions for students with disabilities, Native American and Alaska Native (NAAN), Asian American and Pacific Islander students, and students from Historically Black Colleges and Universities (HBCU):

C.3.1. Recruitment: The contractor must provide national recruitment and referral services from Tribal Colleges and Universities (TCUs), Historically Black Colleges and Universities (HBCU), and targeted institutions where there is high percentage of AAPI students to ensure that all qualified students have access to internship application materials. The contractor must also provide to the FAA COTR their plans of nation-wide recruitment visits to targeted colleges and universities as well as the PWD, NAAN, AAPI, and HBCU networks.

C.3.2. Processing and Evaluation of Applications: The contractor must receive, process, and evaluate completed applications prior to referring the applications to the FAA. The evaluation process must consider the following criteria:

- a. Education Background: Students will be evaluated for course work, grade point average (applicants must possess a GPA of 3.0 or higher) except in the case of applications referred to the contractor by the FAA, as well as for computer and technical skills, academic honors, scholarships, personal and educational achievements and awards.
- b. Campus Activities: Students will be evaluated for extracurricular, honorary, and leadership activities, and military experiences.
- c. Community Activities: Students will be evaluated on community activities or services in their hometown or college area.
- d. Employment Experience: Both paid and unpaid experience will be considered. A student who works to continue with his/her education may not have strong extracurricular activities or community service. This circumstance will be taken into consideration when assessing a student's overall application.
- e. Faculty, Advisor, or Other Recommendations: The strength of an endorsement from a faculty member, advisor, or other person familiar with the student's academic achievement, personal leadership, work experience and/or community service will be reviewed for concrete examples of a student's abilities, strengths, motivations, and potentials.
- f. Essay: A 300-word essay explaining why the student wishes to participate in the internship program and what valuable assets the student would bring to the office is required.

C.3.3. Intern Selection: In order to be considered for a FAA internship, a student must meet the following criteria:

- a. Be enrolled in a TCU, HBCU, or be a NAAN or AAPI student enrolled in a higher learning institution or a 4 year college or university.
- b. Students enrolled in a 4 year college or university must be of junior status or above, completing 60 semester credit hours (or the equivalent in quarter hours). Students enrolled in a Junior College must have completed 24 semester credit hours (or the equivalent in quarter hours). Students who have applied for a graduate or professional school must show proof of enrollment with fees paid.
- c. Provide a completed application form with references; and
- d. Provide an official copy of most recent academic transcript.

C.3.4. Referral: The contractor must provide online completed applications and a list of student applications by major and minor to the FAA COTR requesting interns by email prior to referring completed application packages by March 1st for summer internship selection, July 1st for fall selection, and November 1st for spring selection. A minimum of three application packages must be referred to each request for internship to be filled. The FAA COTR will review, approve, and forward the application packages to the requesting managers.

C.3.5. Coordination: The Contractor must prepare and deliver letters of notification to selected students and extend offers of internship to selected students. The Contractor must also prepare and deliver letters of rejection to those students who were not selected.

C.3.6. Tracking/Data: The contractor must establish and maintain a computerized database of interns selected for participation in the FAA. The student database must reflect each intern assignment, location, duration of assignment, educational institution attended, major field of study, and other related information.

C.3.7. Intern Orientation: The contractor must conduct orientation for all students in the Washington, DC area. The contractors' orientation must cover topics of professionalism, dress code, and safety in city and work sites. The FAA will have its own orientation session for the students interning in the FAA to provide them with building pass and other security and administrative requirements. The contractors may provide administrative support services and materials for the FAA or One DOT-MSI opening ceremony.

C.3.8. Intern Training and Enrichment: The contractor must provide interns with meetings, networking, and enrichment opportunities that will be outside of working hours. These activities will be designed to foster interns' personal and professional development such as discussion with Members of Congress and their staffers, senior department personnel, and leaders of their

communities. Where possible, the contractor must work with or assist interns to receive credit for internship experience with their institutions.

C.3.9. Intern Performance Evaluation: The contractor must conduct interns' performance evaluations with the intern's supervisor at the mid-point and end of the program. The contractor must provide each FAA supervisor with an evaluation form at the time that the intern is placed. The FAA supervisor will evaluate interns based on their overall quality of work, productivity, progress, flexibility, and potential. The evaluations will be shared with the interns and the FAA COTR so that any problem areas or concerns may be addressed. All evaluations are to be completed two weeks before the graduation date.

C.3.10. Personnel Administration: The contractor must provide administrative services such as: maintaining a computer database; processing of federal, state, and local income tax forms; deducting and depositing all appropriate taxes; and providing short-term accident insurance. The contractor must process intern's payroll and issue stipend checks by direct deposit biweekly. The contractor must conduct site visits and maintain communication with interns, supervisors, and the FAA COTR by phone, fax, email, or newsletter to ensure that the internship experience is progressing as intended by the FAA.

C.3.11. Housing and Logistics Arrangements: The contractor must arrange for safe, sanitary and affordable housing of interns. Such housing must be easily accessible, within walking distance, to public transportation to the work location. The contractor must provide the coordination of housing at no additional costs to the interns. All housing prices are for fully-furnished units, including furniture, color TV with basic cable service, fully equipped kitchen (utensils, dishes, pots and pans, etc.), linens and towels, microwave, washer/dryer in units (or otherwise easily accessible on premises), all utilities (electric, gas (if applicable) and water), local phone service and window covering for privacy. Examples of what must be included in a fully furnished unit are included below. The interns will be responsible for rental costs and may opt to find suitable housing arrangements not provided by the contractor. The contractor must provide a single point of contact for coordinating all temporary housing arrangements and needs.

Furnishings Included:

LIVING ROOM & DINING ROOM

Sofa
Chair or Loveseat
Coffee Table
End Tables, Lamps
Dining Table with Chairs
Color TV with Remote

BEDROOM

Bed with Headboard
Night Stand with Lamp
Dresser with Mirror
Mattress Pad
Pillows
Bedspread
Blanket
Bed Linens
Clock Radio
Hangers

BATHROOM

Bath Towels
Hand Towels
Washcloths
Bath Rug
Shower Curtain, Liner
Curtain Hook Set
Wastebasket

AMENITIES

Telephone(s)
Answering Machine
Vacuum
Iron with Ironing Board
Broom & Dust Pan
Washer & Dryer (Select Units)

KITCHEN

Dishes
Flatware
Vegetable Peeler
Steak Knives
Serving Bowl
Glass Set
Knife Set
Microwave
Can Opener
Placemats
Salt/Pepper Shakers
Toaster
Covered Pitcher
Cooking Utensils
Spatula
Measuring
Spoons/Cups
Kitchen Towels/Cloths
Coffee Maker
Pot Holder
Colander
Cookware Set
Cutting Board
Mixing Bowl Set/Lids
Wastebasket/Liner

C.3.12. Intern Travel to Duty Location: The contractor must provide long distance travel (from interns home or campus) to and from the assigned duty location, if located outside of Washington, DC. All cost associated with long distance travel to and from assigned duty location must be included in the initial contractor's budget. All cost associated with travel to and from assigned duty location must be included in the contractor's proposal.

C.3.13. Intern Local Transportation: The contractor must provide interns with local transportation vouchers. Interns are not employees of the FAA, therefore, are not eligible to receive DOT or FAA transit benefits.

C.3.14. Contractor Travel: The contractor staff may be requested to travel at the request of the FAA and authorized in advance by the FAA COTR. Such travel will be reimbursed at actual cost only.

C.3.15. Travel Related to Interns Assignment: Incidental travel related to intern's assignment during the internship would be funded by the FAA. Approval of travel will be by the authorizing office.

C.3.16. Program Performance: Interns and supervisors will be asked to evaluate the contractor program at the mid-point and end of the program to measure contractor ability to accomplish its stated goals and provide a quality program. FAA Contract Officer will be provided with a comprehensive report at the end of each cycle by the FAA COTR to outline the contractor accomplishments including detailed statistical and demographic information on program participants and names of institutions, colleges or universities.